

SECTION 3

PROJECT AND PERSONNEL MANAGEMENT

3.1 OVERVIEW

Several organizations are directly involved in the JPG OE EE/CA project. Figure 3-1 illustrates the project team organization. Table 3.1 lists the key organization contacts.

3.2 TECHNICAL TEAM MEMBERS

3.2.1 U.S. Army Engineering and Support Center, Huntsville (USAESCH). USAESCH is responsible for the management of the day-to-day activities, contract management and administration and for the technical management at the site. Mr. Glenn Earhart, the USAESCH Point of Contact, is responsible for the overall management of the project.

3.2.2 Parsons ES. Parsons ES will provide overall engineering support and services for the project. Parsons ES will provide personnel to oversee the intrusive investigations of the 89 anomalies at the site. Parsons ES will also provide personnel to perform the institutional analysis, develop and implement the Qualitative Risk Assessment tool for the site, and perform the EE/CA analysis of the results of the field investigation. Parsons ES is under contract to USAESCH, who is responsible for the work to be performed by Parsons ES and its subcontractors.

3.2.3 UXB. UXB will perform the intrusive investigations on the 89 anomalies identified by the government at the site. UXB is under contract to Parsons ES.

3.3 COORDINATION

3.3.1 Parsons ES is the prime contractor on this project. All other team members, (e.g., UXB) will report to Parsons ES. Subcontractors will provide any and all supplies, equipment, and personnel necessary to perform the intrusive investigations and other field work outlined in

**FIGURE 3-1
OE EE/CA PROJECT
PROJECT TEAM ORGANIZATION
JEFFERSON PROVING GROUND; MADISON, IN**

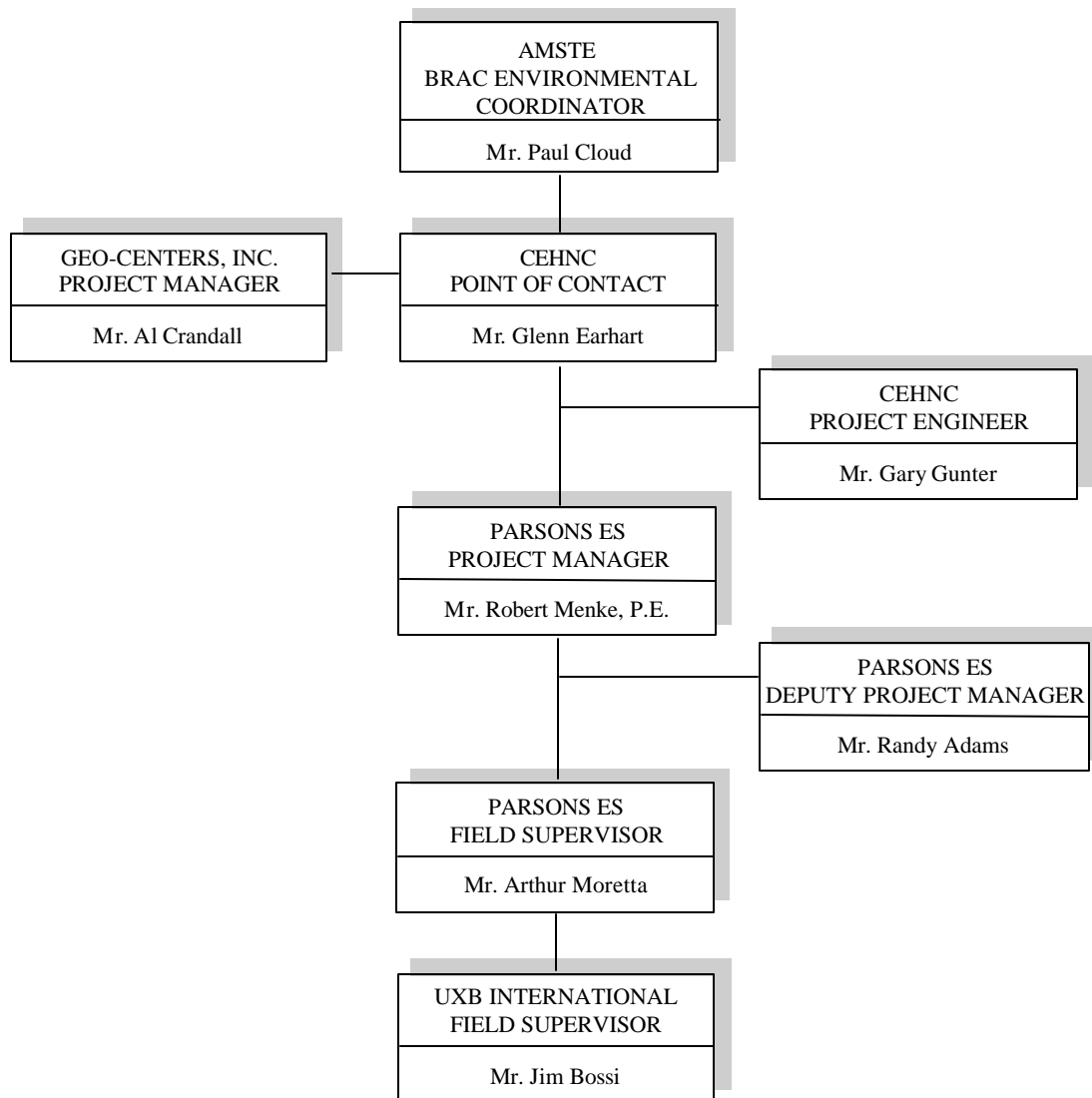


TABLE 3.1
OE EE/CA PROJECT
KEY TECHNICAL CONTACTS
JEFFERSON PROVING GROUND; MADISON, INDIANA

ORGANIZATION	NAME	TELEPHONE
US Army Engineer District Louisville CEORL-DL-B P.O. Box 59 Louisville, KY 40201-0059	Ms. Leslie Herzog Project Manager	(502) 625-7682 (502) 625-7314 (Fax)
US Army Test and Evaluation Command Jefferson Proving Ground 1661 West Niblo Rd Bldg 125 Madison, IN 47250	Mr. Ken Knouf Site Manager	(812) 273-6075 (812) 273-2853 (Fax)
US Army Engineering and Support Center, Huntsville CEHNC-OE-DC-B P.O. Box 1600 Huntsville, AL 35807-4301	Mr. Glenn Earhart USAESCH Point of Contact	(256) 895-1577 (256) 895-1378 (Fax)
US Army Engineering Center Huntsville CEHNC-ED-CS-D P.O. Box 1600 Huntsville, AL 35807-4301	Mr. Gary Gunter Project Engineer	(256) 895-1617 (256) 895-1602 (Fax)
Parsons Engineering Science 10521 Rosehaven Street Fairfax, VA 22030	Mr. Robert Menke Project Manager	(703) 218-6288 (703) 591-1305 (Fax)
Parsons Engineering Science 10521 Rosehaven Street Fairfax, VA 22030	Mr. Randy Adams Deputy Project Manager	(703) 218-6291 (703) 591-1305 (Fax)
Parsons Engineering Science 1000 Jorie Boulevard Suite 250 Oak Brook, IL 60521	Mr. Arthur Moretta Field Supervisor	(630) 990-7229 (630) 990-7218 (Fax)

TABLE 3.1 (CONTINUED)
OE EE/CA PROJECT
KEY TECHNICAL CONTACTS
JEFFERSON PROVING GROUND; MADISON, INDIANA

ORGANIZATION	NAME	TELEPHONE
Geo-Centers, Inc. 7 Wells Avenue Newton Centre, MA 02159	Mr. Alan Crandall Project Manager	(617) 964-7070 (617) 527-7592 (Fax)
UXB International 4825 University Square Suite 9 Huntsville, AL 35816	Mr. Dan Stephens Project Manager	(256) 430-2892 (256) 430-0709 (Fax)
UXB International Jefferson Proving Ground 1661 West Niblo Road Bldg 125 Madison, IN 47250	Mr. Jim Bossi Field Supervisor	(812) 265-2499 (812) 265-5670 (Fax)

this work plan. Prior to initiating field work, the subcontractor will provide Parsons ES with a work duty chart outlining the responsibility of each team member. The subcontractor will also provide a Field Supervisor that will act as a point of contact on the job site. The existing Health and Safety Plan that has been prepared to do work at the site will be used by UXB to perform the intrusive investigations of the 89 anomalies.

3.3.2 Geo-Centers, Inc. (Geo-Centers) is under direct contract to USAESCH to geophysically map selected areas of the site and to reacquire the 89 anomalies identified during the geophysical survey for intrusive investigation by UXB. Parsons ES will coordinate with Mr. Al Crandall of Geo-Centers on logistical aspects of the anomaly reacquisition. All other coordination with Geo-Centers will be through the USAESCH Point of Contact. Geo-Centers' final report on the results of the geophysical survey will be forwarded to Parsons ES for inclusion in the EE/CA report.

3.3.3 Parsons ES will have a full-time on-site representative to direct the day-to-day field activities. This coordination will help to minimize interference with the general public and expedite the field operations.

3.4 LOGISTICS

3.4.1 Because of the short duration of the field work (one week), Parsons ES will not establish a separate field office (trailer) at the site. The existing UXB project office located at JPG's Building 125 will be used when any necessary telephone calls have to be made. Likewise, UXB will use the existing storage space that they already have available at the site.

3.4.2 Parsons ES and all subcontractors must conform to job site security requirements and other regulations. Parsons ES will coordinate field operations with the appropriate USACE personnel to limit the disruption of any other site activities.

3.5 GENERAL OFFICE ADMINISTRATION

3.5.1 Office Hours/Holidays. The office staff will work from 8:00 a.m. to 5:00 p.m. Monday through Friday, except Parsons ES observed holidays. The field crews will work from 7:00 a.m. to 5:30 p.m. Monday through Thursday, except on Federal holidays. Work on Federal holidays will be discussed prior to the holiday with USAESCH. The subcontractors will schedule personnel to provide adequate coverage of their operations. Such scheduling will provide for a 40-hour work week.

3.5.2 Correspondence Procedures. All aspects of importance to the administration of the contract must be substantiated by permanent records, such as written correspondence, notes, and photographs. It is essential to summarize important non-written communications with notes covering conferences, telephone calls, and discussions, giving the date, location, parties involved, and important aspects discussed. Written correspondence is the most deliberate, as well as the most important, of the three general types of contractual communication (i.e., person to person, telephone calls, and written correspondence). All incoming correspondence from the Corps of Engineers that requires a reply must be responded to within 5 working days in one of the following ways:

- ?? Reply in full;
- ?? Interim reply (stating date by which full answer can be expected); and
- ?? Acknowledgment of receipt.

3.5.3 Meetings, Conferences, and Discussions. To avoid misunderstanding regarding agreements and conclusions reached during meetings, it is imperative that accurate minutes of the meetings be recorded by an appointed Parsons ES staff member. After the minutes have been

prepared in final form, one copy will be sent to each person attending the meeting, the Parsons ES Project Manager, the Parsons ES Deputy Project Manager, and the Corps of Engineers Project Manager.

3.6 CONTACTS

3.6.1 U.S. Army Corps of Engineers. Parsons ES contact with the U.S. Army is through the USAESCH Point of Contact. A close working relationship shall be maintained with the USAESCH Point of Contact at all times.

3.6.2 Parsons ES. Communications with other Parsons ES elements and subcontractors will be through the Parsons ES Project Manager for administrative issues and the Parsons ES Deputy Project Manager for daily field activities.

3.6.3 The Public. All contacts with the public or the news media will be courteous; however, questions concerning site conditions or project status shall be referred to the Corps of Engineers, Louisville District (CEORL) Project Manager. Questions from the public or news media concerning the contract shall be referred to the USAESCH Point of Contact.

3.6.4 Property Accountability. Parsons ES will use property owned by the U.S. Army, Parsons ES, or a subcontractor. Periodic physical inventories will be conducted to verify the status of equipment. No property will be removed from the project site without prior clearance from the Parsons ES Project Manager or Deputy Project Manager.